

EXHIBITOR CHECK LIST

THE NATIONAL FRANCHISE SHOW

CALGARY

Please print a copy of this checklist to assist you in planning for the Show. If you require the following services, take advantage of early booking discounts, deadlines noted below. **Please check your exhibitor manual for details.**

	DEADLINE DATE	
• Hotel	September 1, 2026	☐
• Food Sampling /Permit	September 3, 2026	☐
• Show Guide Materials (logo & ads)	September 3, 2026	☐
• Vehicle Access Form	September 3, 2026	☐
• Booth Cleaning	September 15, 2026	☐
• Booth Install & Dismantle	September 15, 2026	☐
• Furniture / Show Decorator	September 15, 2026	☐
• Audio Visual	September 18, 2026	☐
• Electrical	September 18, 2026	☐
• Telecommunications	September 18, 2026	☐
• Exhibitor Badges	September 25, 2026	☐
• Schedule your shipments to arrive on:	October 2, 2026	☐

Reminder

- | | | |
|----------------------------|----------------|--------------------------|
| • Travel Arrangements Made | | ☐ |
| • Final Payment Due | August 4, 2026 | ☐ |

The show is over **Sunday at 4pm**. Booths may not be torn down prior to this.
Please schedule flights and pick-up accordingly.